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ABSTRACT

This third edition of a guide for translators contains more information than the second edition and looks at translation as a business as well as an occupation, focusing on marketing and quality control. It is designed for people with little or no practical experience with translation in a commercial environment. The 16 chapters examine these issues: (1) "How To Become a Translator"; (2) "Bilingualism: The Myths and the Truth"; (3) "The Client's Viewpoint"; (4) "Running a Translation Business"; (5) "Marketing Your Services"; (6) "Your Working Environment and the Tools of the Trade"; (7) "Translation and Information Technology"; (8) "Sources of Reference, Data Retrieval, and File Management"; (9) "Quality Control and Accountability"; (10) "Presentation and Delivery of Translations"; (11) "What to Do If Things Go Wrong"; (12) "Professional Organizations for Translators"; (13) "Glossary of Terms; (14) "Software Packages"; (15) "Appendix" (relevant addresses, translation associations, recruitment competitions, professional indemnity insurance brokers, suggested further readings, references, the ASCII standard character set, and information on marking up texts when proofreading or editing); and (16) "Index." (SM)

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